

**SANTHOSH. P**

Email: p.santhosh001@gmail.com

santhosh23perumallayam@outlook.com

Phone: 8122876968

9626627508

Objective:

To strive for excellence in professional environment by working to the best of my Abilities in a challenging job.

Academic Profile:

SL. NO	EXAM PASSED	YEAR OF PASSING	INSTITUTION NAME	% OF MARKS
1	BE(ECE)	2014	Arunai College of Engineering, Tiruvannamalai	60
2	DECE	2011	Lakshmi Narayana Polytechnic College, Dharmapuri	92
3	SSLC	2007	Indur Hr. Sec School, Dharmapuri	48

Professional Experience:

Company : Layam Flexi Solutions Pvt Ltd
Designation : Admin Executive
Duration : JAN 2015 to April'19
Work Location : Ashok Leyland Hosur-Unit 2

Company : Lead HR Service Pvt Ltd
Designation : Admin Executive
Duration : May'19 to Still Date
Work Location : Ashok Leyland Hosur-Unit 2

Responsibilities:

- ✓ Physical receipt in material acknowledgement.
- ✓ Physical audit of packed cases.
- ✓ Planning vehicle loading.
- ✓ Preparation of shipment documents.
- ✓ E-Way Bill Preparation.
- ✓ Preparation of Daily MIS.

SAP Activity:

- ✓ Creating Stock transfer documentations in SAP.
- ✓ Generating Outbound Delivery and Shipment in SAP.
- ✓ GST Invoice Generate and Print in SAP.
- ✓ SAP Updating for GRN punching.
- ✓ Creating Reservation slips and accounting.

Operating Systems:

- Windows Family

Course Completed:

- CCNA - From IIHT vadapalani.

Software Skills:

- MS-Office (Word, Excel & Power Point)
 - ❖ Excel (V-Lookup, H-Look up, Pivot, MIS)
- SAP

Academic Project:

RSSI Based Intelligent Transport System by WSN Using Android

Description: The bus arrival time can be approximately determined using Received Signal Strength Indication and information can be viewed by user's Android Mobile.

Co-Curricular Activities:

- Participated in Hack-Trick's Zonal Leg, A National Level Workshop, held from 20.10.2012 to 21.10.2012 at Arunai college of Eng. Organized by Techfest 2013.
- Participated in Robotics Workshop at Arunai college Of Engineering, Tiruvannamalai held on 24th& 25th, January 2013
- Participated in an online course on Digital System Design under the auspices of the National Programme on Technology Enhanced Learning from January to April,2013.

- Participated in BSNL undergone training in “Fundamentals of Telecom” held at Telephone Exchange, Tiruvannamalai from 10.06.2013 to 14.06.2013.

Personal Profile:

Date of Birth : 05.06.1992
Gender : Male
Marital Status : Single
Father's name : Perumal.S
Nationality : Indian
Languages known : Tamil and English
Passport Number : M8469923

Permanent Address:

No.1/303.1,
Pappampallam (Villa),
Nathahalli (Post),
Indur (Via),
Dharmapuri-636 803,
Tamilnadu, India.

References:

Mr.R.Padmanabhan
Ashok Leyland Ltd
Hosur Plant – II. Mobil No: 8220019744

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date:

Place: Hosur.

(P. SANTHOSH)